

REQUIREMENTS FOR RENEWAL OF CERTIFICATE OF REGISTRATION FOR INDEPENDENT REVIEW ORGANIZATION (IRO)

Requirements for Renewal of Certificate of Registration for Independent Review Organization

The following items must be submitted in order to obtain a renewal license. Please number each item in the upper right-hand corner to correspond with its number in this schedule of requirements. You may print the appropriate forms by clicking on the underlined item.

1. Application* - Each question must be completed in full. Attach a separate sheet of paper, properly signed, if additional space is needed.
2. A renewal fee of \$200.00 will be invoiced during the month of November. Payment may be sent with the original paperwork.
3. If there have been any changes in your previously submitted documentation, please complete the Independent Review Checklist* and supporting documentation. Complete the "Located" column on the checklist with section and page number of your submission where the item can be found, for all items where documentation has changed. Mark all other items on the checklist "N/C".
4. The completed application and information requested above should be sent to the following:

Attn: Danielle Fuller
Indiana Department of Insurance
311 W. Washington Street, Suite 300
Indianapolis, IN 46204-2787

5. Important reminder: Per IC 27-8-28, all IRO's shall annually file a description of their grievance procedure including total number of grievances handled through the procedure during the preceding year, a compilation of the causes underlying those grievances and a summary of the final disposition of the grievances. This information is required to be filed with the Department annually by March 1 and should be submitted to:

Carol Cutter
Deputy Commissioner-Health Issues
Indiana Department of Insurance
311 W. Washington Street, Suite 300
Indianapolis, IN 46204-2787

6. For any questions, please contact Danielle Fuller at (317) 232-4391 or dfuller@idoi.in.gov.

*To view a PDF file you will need the free **Adobe Acrobat Reader**.